



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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ZELIA BAUGH
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE:	Facility Director II	NUMBER:	11-07
JOB CODE:	A4700	DATE:	07/15/2011
SALARY RANGE:	87 (\$86,390 - \$131,632)	PCQ#:	8836000
JOB LOCATION:	Bryce Hospital 200 University Boulevard Tuscaloosa, AL 35401		

QUALIFICATIONS: Master's degree in a social or behavioral science, business, public administration, hospital administration, nursing, or a closely related field, plus extensive responsible administrative and/or supervisory experience (72 months or more) in planning, coordinating, and/or directing services and programs in a hospital and/or developmental center setting.

NECESSARY SPECIAL REQUIREMENT: Must meet all requirements promulgated by the Joint Commission on Accreditation of Health Care Organizations and/or Medicaid Title XIX.

KIND OF WORK: Provide leadership for a large state mental health facility; plans and directs the work of professional and administrative employees engaged in the management and operation of the facility. Directs and coordinates the facility planning to encompass the identification of needs on a long and short term basis. Develops and formulates policies and procedures for the management and operation of the facility. Supervises the administration of the facility budget. Serve as an appointing authority for the facility. Serve as liaison between the facility and the community based program providers in a designated area of the state. Attends and represents the facility at hearings, conferences, and official meetings. Consults with various other officials concerning policies, rules, regulations and laws when needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of administration and management in the field of mental health. Thorough knowledge of principles, methods, and techniques related to the treatment of the mentally ill. Knowledge of recent developments in the field of mental health. Knowledge of laws, rules, and regulations to include JCAHO and Medicare. Ability to develop programs and services resulting in seamless transition from inpatient to community care. Ability to re-orient clinical services to best practice, recovery based person centered treatment models. Ability to create innovative treatment approaches for

people with serious and persistent mental illnesses. Ability to direct the work of professional and administrative employees engaged in the management and operation of a facility for the mentally ill. Ability to establish and maintain effective working relationships with subordinates, associates, and representatives of other departmental and government agencies. Ability to communicate orally and in writing. Ability to react quickly and calmly in emergency situations. Ability to delegate administrative and professional assignments to the subordinates and to evaluate their work.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug testing and security clearances may be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with consumers.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Human Resources Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. **An official copy of academic transcripts is required and must be forwarded by the college or university to the Human Resources office at the above address.**

DEADLINE: Until Filled